



**Maricopa County Environmental Services Department
Environmental Health Division – Plan Review Program
New Business Permit Instructions
1001 N. Cental Ave. #300 Phoenix, AZ 85004
<http://www.maricopa.gov/envsvc/envhealth>**

To open a food/drink service establishment, public school, hotel, or pet shop/pet groomer, you must complete one of the following 3 processes to obtain a permit to operate.

- A. If you are constructing a new business, remodeling a previously permitted establishment or you will be operating from a fully completed space (e.g. church kitchen) that has never held a Maricopa County Environmental Services Department (Department) permit to operate, you must complete and submit a Plan Review Application, the required fee and your plans to the Department prior to beginning construction/modification. Please visit the [plan review program website](#) to view forms and instructions on how to complete this process.
- B. If you are purchasing an existing business permitted by this Department, are re-opening a previously closed business, or are opening a business in a shared/commissary facility, you must complete and submit the New Business Permit Application along with the fee to the Plan Review Program located at the above address. Business hours are Monday through Friday from 8am to 5pm. **All applications must be submitted in person. Mailed applications will not be processed.** At the time of your application submittal, an inspection request will be logged and an inspector will call you to confirm the inspection. The inspection will be conducted to evaluate the facility for compliance. If the facility meets current Maricopa County Environmental Health Code (MCEHC) standards at the time of inspection, the operating permit will be approved.
- C. If your business was posted closed by the Department due to permit fee payment lapses, your permit is invalid. To obtain a new permit, you are required to apply for a New Business Permit and must follow all instructions described in paragraph B above.

As stated above, the facility must meet current MCEHC standards. The Environmental Health Code does not 'grandfather' any part of an establishment regardless of the current condition or how the existing business was originally permitted. All new permits must meet and/or upgrade to current code standards. If the establishment does not meet minimum standards, a Cease & Desist Order will be requested. Once the Order is in place, the business must close and remain closed until the Department provides the facility owner formal approval to open. Additionally, if noncompliance areas are extreme, a plan submittal for repairs will be required.

No application for permit shall receive approval, no permit shall be issued and no facility for which a permit is required shall be placed in operation until the applicant demonstrates to the Department full compliance with the provisions of this Environmental Health Code.

Although all permit holders must comply with the Environmental Health Code, operators may require Department guidance to effectively evaluate an establishment to determine if it meets current standards. The Department offers an evaluation tool that prospective operators can utilize, prior to acquiring ownership or entering into a lease agreement. This tool is referred to as an [Inspection Upon Request](#) and requires a \$240 fee. **If the prospective business is still in operation, the application must be completed and signed by the current business owner, not the prospective owner.** If the business is closed and does not currently possess a valid Department permit, the prospective owner should complete and submit the Inspection Upon Request application. The inspection will provide the applicant a written report of noncompliant issues.

In addition, a prospective owner may review Department public facility records upon request. If you have questions or concerns regarding the opening of a new business, please review the [Plan Review Minimum Requirements for Establishments](#) and the [Construction Guide](#) found on the Plan Review Program website.